

**YORK AREA UNITED FIRE & RESCUE
REGULAR MEETING**

**JUNE 16, 2020
APPROVED**

The York Area United Fire and Rescue Commission held a Regular Meeting on Tuesday, June 16, 2020 at 7:00 p.m. by Zoom technology, York, PA 17402.

MEMBERS IN

ATTENDANCE: Austin Hunt, Chairman
Dan Rooney, Spring Garden Township
George Dvoryak, Springettsbury Township
Charles Wurster, Springettsbury Township
Lisa Wingert, Manchester Township
John Inch, Manchester Township

MEMBERS NOT

IN ATTENDANCE: Mike Thomas, Spring Garden Township

ALSO IN

ATTENDANCE: Daniel Hoff, YAUFRR Chief
Steve Hovis, Solicitor
Lisa Einsig, YAUFRR
Paul Grubbs, YAUFVR
Jean Abreght, Stenographer

1. CALL TO ORDER

- A. Opening Ceremony
 - 1. Pledge of Allegiance

HUNT Chairman Austin Hunt called the meeting to order. He dispensed with the Pledge of Allegiance.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

HUNT Chairman Hunt announced that there had been no Executive Sessions since the last meeting and none were scheduled for this month.

3. COMMUNICATION FROM CITIZENS

There were no citizen communications.

12. NEW BUSINESS

- A. 2019 Audit Report – Krista Gardner – Stambaugh Ness PC

HUNT Chairman Hunt moved item 12A forward in the Agenda.

GARDNER Krista Gardner presented highlights of the full financial statement review she had done. She had conducted an audit in accordance with auditing standards generally accepted in the U.S. The Commission is responsible for its financial statements. Their review found no significant deficiencies or material weaknesses. They

found the audit results to be clean and have submitted an unmodified opinion. A Management Representation Letter will be submitted for Chief Hoff to sign.

MR. WURSTER MOVED TO ACKNOWLEDGE THE RECEIPT OF THE 2019 AUDIT REPORT AS PREPARED BY STAMBAUGH NESS. MS. WINGERT WAS SECOND. A ROLL CALL VOTE WAS TAKEN: MR. HUNT-AYE; MR. ROONEY-AYE; MS. WINGERT-AYE; MR. WURSTER-AYE; MR. INCH-AYE; MR. DVORYAK-AYE. MOTION UNANIMOUSLY CARRIED.

HUNT Chairman Hunt commented that the report was the best and most concise cash refund presentation he had seen.

4. MANAGEMENT/ATTORNEY REPORTS

A. Steve Hovis, Solicitor

HOVIS Solicitor Hovis stated that he had nothing to add unless there were any questions from Commission members.

B. Daniel Hoff, Fire Chief

HOFF Chief Hoff reported several items. Last month YAUFRR had sent a letter to the business community offering assistance in the navigation through reopening and the change in how they do business. They have entertained a number of businesses in the three townships that had reached out to them for advice in how to comply with the fire code as far as exits and means of egress and blocking exits, fire extinguishers and blocking sprinkler heads. It had been received very well.

In addition, with regard to the ladder truck that was loaned to York Township, YAUFRR had obtained a signed letter with their agreement to take full responsibility for anything that happened while it was in their care. Two days after that was signed, they had a mishap with it, and it is being repaired 100% on their tab. It was a good thing that the letter had been signed. He commented kudos to Chairman Hunt and Solicitor Hovis for the suggestion of a letter of responsibility.

Chief Hoff added a follow up on Mr. Wurster's questions about the grants. He provided an extensive report on grants, summarized:

- Corporations offer mini grants to both career and volunteer fire departments. From a career or a combination standpoint that is municipally funded, it is very hard to show the financial need compared to a company that meets their budget by having chicken barbeques and bingos.
- YAUFRR has a grant application in for replacement of self-contained breathing apparatus, which would amount to close to a \$500,000 grant application. There is a match, not budgeted for in 2020 because the award will not happen until next year.

- A supplemental COVID 19 grant was reopened for the opportunity for all fire departments to submit a supplemental COVID 19 grant to cover the costs of response, and they have applied for it.
- On the state level the Office of the State Fire Commissioner, through its COVID relief funds, anybody that received a state grant for this year will receive another check for the same amount to handle costs associated with the pandemic. They are waiting for a check for roughly \$11,600.
- The department is working on a grant through FM Global for fire prevention efforts along with a grant application under Staffing for Adequate Fire and Emergency Response Grants, another federal grant program for volunteer recruitment and retention. That is a four-five year performance grant. Total value on that is in excess of \$100,000.

WINGERT Ms. Wingert questioned Chief Hoff about the money YAUFRR is getting back. She had notified Mr. James they said to contact York County for any COVID expenses, such as signage. She asked if Chief Hoff had provided a list to Mr. James.

HOFF Chief Hoff responded that the counties are able to, through that additional funding regarding Block Grants, to cover COVID 19 expenses. Chief Hoff is checking to see if YAUFRR needs to apply through the separate municipalities since the county will collect and administer it. He had sent an email to President Commissioner Wheeler to learn if she will accept YAUFRR's letter or if it needed to be split up with the individual townships.

HUNT Chairman Hunt questioned how the grants are measured.

HOFF Chief Hoff responded that it would come if they are awarded the grant. He added that he had just put in for the materials. The areas include length of service and recognition, signage, and advertisement, print marketing, media marketing, and they actually even will help cover the cost of current staff members who are tasked as a Volunteer Coordinator. A claim can be submitted up to \$600 a month for their salary specific to volunteer coordination, so that was just submitted at the end of March so they have not even begun to start assessing those applications yet.

HUNT Chairman Hunt questioned which Battalion Chief or career employee is currently volunteer retention.

HOFF Chief Hoff responded that there is no one specific individual. However, Chief Graham is the Training Officer who deals with new volunteers. Chief Arnold is the liaison to the Fire Police. Each individual handles a portion. If the grant were to come to fruition, it might be necessary to designate one person at least for recordkeeping as to who the coordinator would be.

HUNT Chairman Hunt questioned how volunteer contribution is measured in the fire service.

- HOFF** Chief Hoff indicated his opinion differs from ISO, which states in order to get credit for a volunteer, they basically need to be on the apparatus responding. If a volunteer shows up in their personal vehicle, ISO only gives them half credit. The State Fire Commissioner takes active volunteerism basically to mean any person that has HAZMAT Operations Training and contributes to the department either in an administrative or operational standpoint. YAUFRR does not get involved with the Volunteer administrations other than attending meetings and being the voice of YAUFRR, they really have to look at the ultimate goal, which is emergency response. Chief Hoff's challenge is getting people trained, getting them on the apparatus or at least on an incident scene consistently, and 180 hours is what it takes to get them ready to test for Firefighter I. Many individuals have families and work one or two jobs so the grant would provide opportunities for different groups and different locations and help to spearhead a true recruitment.
- HUNT** Chairman Hunt questioned whether that would be something that should be measured.
- HOFF** Chief Hoff responded that they had reviewed the serious decline in volunteer responses to emergencies over the last five years. Many are older volunteers and it is difficult to get new people in. There is always at a shortage of people on the fire scene, and that is one of the challenges they are reviewing with the accreditation process.
- WURSTER** Mr. Wurster asked whether there was anything the Commission or its members could do to advocate for any of the grant applications.
- HOFF** Chief Hoff responded that if he were aware of something he would absolutely ask. The next time around for the federal grants is to lobby the local representatives for letters of support.
- WURSTER** Mr. Wurster indicated that he would be happy to reach out to the Congressman if needed.
- HOFF** Chief Hoff indicated he appreciated that and offered to respond to any further questions.
- WURSTER** Mr. Wurster questioned whether now this would be a time to print a fundraising letter to the various businesses asking for a donation.
- HOFF** Chief Hoff responded that he had directed staff not to contact the businesses even for preplans or site surveys for a while. The smaller businesses are attempting to navigate a new normal. The big box stores did not seem to be hurt much, and he would approve letters to them. He added that timing is important.

WURSTER Mr. Wurster noted he thought the bigger stores might be more appreciative and open to it.

HOFF Chief Hoff commented that Sam's Club, Home Depot and Lowe's had continued to be terrific with YAUFRR for simple things like sawblade replacements and some small hand tools, etc. throughout the COVID pandemic. YAUFRR has good relationships with them, and that is where he draws the line. He did not want to be a pest to any business that is trying to navigate this.

HUNT Chairman Hunt questioned whether he wanted to discuss the email auto-forwarding matter.

HOFF Chief Hoff responded that when the Office 365 accounts were set up, it was more for information. Individuals were auto forwarding their YAUFRR emails to other accounts whether they were business or personal and mixing them up. With Office 365 they can get their email from other accounts and there is no need to forward, which compromises the entire purpose of keeping YAUFRR emails in a dedicated system. They do not want someone's personal email or business email compromised through a right-to-know request due to an auto forwarding issue.

HUNT Chairman Hunt noted in one of Chief's supporting reports on the response to arrival time continually trended downward/shorter. He wanted to compliment the department on the performance.

HOFF Chief Hoff responded that they are doing a good job and he is proud of them.

5. ACCOUNTS PAYABLE

A. Payable Listing as of May 31, 2020

MR. DVORYAK MOVE TO APPROVE THE ACCOUNTS PAYABLE LISTING AS OF MAY 31, 2020. MS. WINGERT WAS SECOND. A ROLL CALL VOTE WAS TAKEN: MR. HUNT-AYE; MR. ROONEY-AYE; MS. WINGERT-AYE; MR. WURSTER-AYE; MR. DVORYAK-AYE. MOTION UNANIMOUSLY CARRIED.

Stenographer's Note: Mr. Inch had lost his Zoom connection at this time.

6. BIDS, PROPOSALS & CONTRACTS

There were none for action.

7. COMMUNICATION FROM COMMISSIONERS

WINGERT Ms. Wingert noted that the fire fighters had been doing a wonderful job at fighting all of these fires. There have been a lot of house fires. She thought the report indicated it was more than normal.

HOFF Chief Hoff responded that they definitely saw an uptick. He added that most had been accidental.

8. COMMITTEE REPORTS

A. Volunteer Committee

GRUBBS Mr. Grubbs reported that due to the COVID 19 situation, they had not had any meetings for the last three months. Chief and he had discussed this and decided to plan one for July. If the Commission meets in person for July, then they will do the same. If not, they will try some kind of virtual meeting and see how that goes.

HUNT Chairman Hunt added that they were attempting to get a family picture of the whole department if a traditional meeting can be held in July. He questioned whether their crews had seen an increase in expenses due to changing their masks so often.

GRUBBS Mr. Grubbs responded that there had been an uptick in use but they had been reusing them due to re-supply difficulties. Some situations exist where they wear the mask, the glasses, the gown, and isolation happens. Like the fire side does, only one person goes in until it can be determined the extent, and then the other person minimizes exposure to not contaminate the cab of the vehicle, etc. He noted that their call volume had dropped off to about 40% to 50% but they were trending back to normal and the transport business was staying fairly steady.

HUNT Chairman Hunt thanked him for his report.

B. Pension Sub-Committee

WURSTER Mr. Wurster reported that Ms. Peris had reviewed her latest determination of the revision to the Investment Policy. He, Mr. Dvoryak and Mr. Rhoads had met and discussed a review of her document. A five-point email was sent to Ms. Peris of various points, questions, clarification questions. The heart of their discussion centered on the investment mix that Fulton had proposed regarding equities. It was the unanimous opinion of the sub-committee that Fulton was going pretty aggressive in the range of equities, upwards as high as 88% of the investment mix could be, and they all thought it was a bit too rich. They had gone back to Fulton to challenge them with a couple different mixes with somewhat more realistic limits. Additionally, they are considering the 6.5% and 6% discount rate that Ms. Gardner mentioned relative to the actuarial assumptions. Additional feedback is expected, which Mr. Wurster hoped to have vetted by the subcommittee with details. The subcommittee has some additional work to do. He thanked Mr. Dvoryak and Mr. Rhoads for their engagement and offered to respond to questions.

HUNT Chairman Hunt had reviewed Ms. Gardner's draft audit report, which showed the 3% inflation rate and 5% wage increase, as well as the 6.5% rate return. All of those numbers fit into the actuarial assumption. He questioned whether the 3% inflation rate would fluctuate at all.

WURSTER Mr. Wurster responded that the inflation rate had been around 2% annually, which had been the Federal Reserves peg for inflation. The 2% annually compounds over time so 3% is more conservative of an inflation rate. His concern is with the fiscal stimulus and Federal Reserve intervention there could be higher inflation in a few years.

9. RESOLUTIONS AND AGREEMENTS

There were none for action.

10. ACTION ON MINUTES

A. Approval of Minutes: May 19, 2020 – Fire Commission Meeting

MS. WINGERT MOVED TO APPROVE THE MINUTES AS SUBMITTED. MR. ROONEY WAS SECOND. A ROLL CALL VOTE WAS TAKEN: MR. HUNT-AYE; MR. ROONEY-AYE; MS. WINGERT-AYE; MR. WURSTER-AYE; MR. DVORYAK-AYE. MOTION UNANIMOUSLY CARRIED.

11. OLD BUSINESS

A. Selection – YAUFRR Website Redesign RFP

MR. DVORYAK MOVED TO RECOMMEND AWARDDING THE NEW WEBSITE DEVELOPMENT TO AFFINIGENT AT A BASE COST OF ZERO WITH \$565 ANNUALLY FOR HOSTING THE WEBSITE. MR. WURSTER WAS SECOND. MR. HUNT-AYE; MR. ROONEY-AYE; MS. WINGERT-AYE; MR. WURSTER-AYE; MR. DVORYAK-AYE. MOTION UNANIMOUSLY CARRIED.

12. NEW BUSINESS

A. 2019 Audit Report – Krista Gardner – Stambaugh Ness

This report was acted upon earlier during the Agenda.

B. Approval – 2021 YAUFRR Budget Workshops and Joint Presentation

Consensus of the Commission was agreement with the following dates: July 16th, July 23rd and 30th - staff only. August 6th at 7 o'clock will be the Commissioners, a public meeting. All Commissioners are encouraged to be present.

C. Discussion – Fire Department Billing Proposal

HOFF Chief Hoff stated that several months ago he had attended a PA Career Chiefs' meeting in which the topic of insurance billing for fire department responses was discussed. There are a number of career, combination and volunteer departments throughout the Commonwealth that do bill for their response. Billing is not related to the type of incident or the severity of the incident. They have been talking to the Pennsylvania Fire Recovery, which has developed a billing schedule encompassing hourly rates for fire engines, ladder trucks, rescue squads, use of

tools and equipment. Chief Hoff contacted some people that he knows personally that have been using the company, and they had nothing but great things to say.

A lengthy discussion took place, for which main points are summarized:

- Individuals should not be required to pay what the insurance does not cover.
- Many accidents are a transient population that is going through Rt. 30 and I83; different demographic than a fire standpoint.
- Some revenue could be generated for costs of equipment and apparatus.
- Example based on 2018 and 2019 call volume – estimate of \$150,000 to \$200,000.
- Per call based on responses: a typical building fire in any of the three townships, they would probably bill in excess of \$18,000 to the insurance company. That would be based on cost per engine, cost per truck, use of hose, use of salvage covers, hand tools, fire police for traffic and crowd control.
- Motor vehicle accidents, depending on the use of a single engine just for debris could be as little as \$820 up to an entrapment which could be as high as \$5,800.
- Important to generate monies and this might be a way to do so not holding a hand out to citizens.
- Taxpayer residents pay for fire service through specific taxes, fire taxes.
- Could be set up to only bill for vehicular incidents on Rt. 30 and I83.
- Question – should taxpayer dollars pay for YAUFR services, or should individual user contribute.

WURSTER Mr. Wurster stated that it would depend upon looking at the taxes that the taxpayers pay and whether that is to establish the facilities, establish the fire protection services, establish the equipment, etc. Overall, whenever there is a call there should be some compensation for that particular call, especially if it is a non-resident. He asked Solicitor Hovis if there could be that level of discrimination against those which are resident vehicle accidents versus non-residents.

HOVIS Solicitor Hovis stated that although there is no case law specific to this issue, there is a general proposition that a governmental agency will uniformly apply its rules and regulations. The question is whether there is a reasonable distinction between the services provided to residents versus those in a traffic accident on Route 30 or I83. There is no definitive guidance and the point as to the uniformity of application of this policy is very good.

WINGERT Ms. Wingert noted that if it is to be done it must be done over the entire population whether they are in state, out of state. She indicated favor of whatever is decided. She had been an advocate of this for a number of years toward collecting for all the accidents. Many of them end up being tractor-trailer accidents with cleanup and repair, which she felt should be reimbursable.

- DVORYAK** Mr. Dvoryak noted that Springettsbury charges for various recreational programs. One fee to residents and a higher fee to non-residents. His question related to mutual aid calls and whether this fee that this company assesses, could be applied to mutual aid calls that are outside YAUFRR's alpha footprint.
- HOFF** Chief Hoff responded that the matter had not come up in their discussions. The only thing they had discussed was billing the insurance company for the homeowner's insurance or the vehicle insurance. He added that since the numbers were corrected last year, YAUFRR had received help more than they had given help.
- HUNT** Chairman Hunt noted from Chief Hoff's monthly stats there were 1,094 incidents that were no aide, either way given or received, and of about 150,73 were aid given, 85 aid received. He questioned Solicitor Hovis whether there would be any correlation between a two-tiered recreation fee and what had been suggested.
- HOVIS** Solicitor Hovis responded it is a distinction as to whether it is reasonable, and whether the court states that, yes, it would be as noted the underlying resident pays taxes to the township. An out-of-township person does not. Is that a reasonable distinction, which could be defined as so. He noted if YAUFRR goes down this road, it must have a basis for any distinction between a vehicle call versus a house call and could be supported.
- HOFF** Chief Hoff commented on the consumables used at a house/structure fire which would be a bigger bill/invoice due to the amount of time on scene, manpower, resources. There are not a lot of consumables used at a house fire. However, during a vehicle accident there is medical PPE replacement, oil dry to be replaced, during entrapment calls the cribbing gets oil soaked or gasoline soaked and may need replaced. Vehicle accidents have a lower chance for a lower invoice but have a higher number of consumables used.
- HOVIS** Solicitor Hovis indicated that the use of the consumable aspect is something that could assist in making the distinction.
- WURSTER** Mr. Wurster asked what the current collection rate is.
- HOFF** Chief Hoff responded that nothing is being done to recover any costs.
- WURSTER** Mr. Wurster suggested that Chief provide a proposed schedule to identify types of accidents and what the insurance reimbursement might be; defining the consumables. Project out what sort of revenues might be expected on a typical call volume.
- HOFF** Chief Hoff responded that the data he had given him to give us the estimate was total call volume, fires, vehicle accidents and everything. He would have to go

back and review. Chief Hoff will bring the discussion back with further information next month.

HUNT Chairman Hunt noted that, as Mr. Wurster had suggested, if Chief Hoff could flesh out a policy that brackets the type of incidents to be billed with some sort of revenue estimation policy based on the history, that would be great next step.

HOFF Chief Hoff indicated he would have that prepared.

13. ADJOURNMENT

HUNT Chairman Hunt adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Signature on file at YAUFRR Headquarters

Charles Wurster
Secretary

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